Bid/Proposal Specifications
Occupational, Physical, and Speech Therapy Contract
School Year 2013-2014

1. To establish credibility, any company, hereafter called supplier, wishing to bid must have documented proof of existence as a tenable supplier of such service for a minimum of five (5) years. Furthermore, they must understand and agree to the promise that services provided in the school must be related to participation in special education instruction as opposed to being only medically justifiable.

2. Supplier will provide therapy services through employees who are all licensed and/or legally qualified to perform the services required.

3. All personnel supplied by supplier shall have on file and shall provide to the Scott County School System upon request the appropriate personnel information (license, health evaluation, Form I-9, performance evaluation, in-service training).

4. Supplier must verify its ability to bill third party providers. Verification shall include, but not be restricted to, a copy of the supplier’s Medicare provider number with current eligibility and a copy of the supplier’s TNCare provider number with current eligibility to be submitted with the sealed bid. This specification is in keeping with Public Law 94-142 and Public Law 99-457, which requires MCD’s to provide medical treatments under Section 1903 (c) of the Social Security Act. This law clearly indicates that covered medical services of TNCare eligible children are to be provided despite the inclusion of such services in the child’s individualized education program.

5. Supplier understands that all referrals and requests for services must come to Supplier through the Supervisor of Special Education. Authorization for commencement of services will also come from said Supervisor. Further, the supplier will maintain weekly contact with the supervisor for the purpose of accurate communication with respect to current status of referrals and services.

6. Supplier will provide services in the form of the following:

   A. with required school authorization and documentation in hand, obtain doctor’s orders prior to evaluation. If doctor’s orders have not been secured within two weeks of referral to supplier, supplier will notify Supervisor of Special Education, who will assist in acquiring the orders,

   B. beginning of school year evaluations for continuing student therapy and pre-service evaluations for initial students who meet the specifications required by federal and state laws and regulations for eligible or potentially eligible students,
C. notification of third party approval and authorization for therapy to designated school personnel. If approval is not secured within one week of request to their party, supplier will notify Special Education Supervisor. Supervisor will provide school authorization to begin services in accordance with state and federal procedures.

D. completion of written annual goals, short-term objectives and recommendations/strategies commensurate with federal and state laws and regulations for eligible students using state software by entering it into Easy IEP program,

E. direct services according to mutually agree upon schedule and documented on Student Accountability Sheet. All sheets will be sent by each school to central office at the end of the month. Copies will be mailed to supplier’s bookkeeping department monthly. Only services documented on these sheets will be considered valid for payment purposes,

F. direct service only to students with appropriately documented IEP’s, either separately or in classroom consultation with student’s teachers as written into IEP,

G. nine-week progress updates of IEP-established goal/objective forms entered into Easy IEP program,

H. with advanced notice, attendance and/or written input into any called IEP meetings concerning student receiving services,

I. availability to screen during annual Child Find activities (maximum of four days per school year annually during spring and, possibly, two days in the fall), and

J. end of year evaluations and recommendations.

7. Supervisory visits will be the responsibility of the contracting agency. They will abide by all state laws, TNCare and other provider sources’ requirements. The LEA will pay for only one (1) session for supervisory visits if supervisor and assistant are both present. Supervisory visits are defined as on-site inspection of COTA or PTA implementation of plan of care, periodic evaluation of performance and off-site review of plan of care and proper follow-through.

8. After initial TNCare authorization of services, the contracting agency is responsible for maintaining accurate information on the current TNCare client status. Any changes will be reported to the designated school personnel within one week notification to supplier of the changed status. Changes not reported within one week of provider’s knowledge of the change will result in forfeiture of school payment for any services provided after the change.
9. Services personnel shall participate in in-service training sessions conducted by the Scott County School System as deemed advisable for the implementation of services to eligible students.

10. Supplier shall maintain, at its sole cost and expense, professional and malpractice liability insurance (“Malpractice Insurance”) from a commercial carrier covering supplier employees against claims arising out of his/her performance of services hereunder in the minimum of One Million Dollars ($1,000,000) per occurrence and in the aggregate of One Million Dollars ($1,000,000) per year.

11. Any contract entered into by the Scott County School System and a supplier shall state that it shall continue and be binding upon parties from August 1 through the next July 31.

12. Any contract can be amended by written consent of both parties and amendments shall be attached to the contract and made a part thereof.

13. Any bid must contain specified costs for the following items:
   A. cost per evaluation,
   B. cost per specified unit for direct service to student per type personnel providing service,
   C. cost per consultation,
   D. cost per IEP-team,
   E. cost per person for screening during Child Find Screening Day(s), and
   F. any costs for travel. (Travel will be reimbursed if therapist works on site the scheduled school day.)

Bids/Proposals should be submitted in a sealed envelope with the words “OT/PT/Speech” written on the outside of the envelope.

Bids/Proposals will be accepted until 4:00 p.m. on Monday; April 8, 2013 at the Scott County Finance Department, located at 210 Court Street, P.O. Box 180, Huntsville, TN 37756.

The Scott County Finance Committee reserves the right to accept or reject any and all bids/proposals.

Scott County does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d).
Request for Bid/Proposal

Please attach this form to your bid/proposal for the **Occupational, Physical, and Speech Therapy Contract**.

It is the policy of Scott County not to discriminate on the bases of race, color, national origin, age, sex or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, Contractor certifies and warrants it will comply with this policy.

For Title VI and IX compliance, we ask for voluntary disclosure of the following information:

**GENDER:**  ___ Male  ___ Female

**RACE:**  ___ Caucasian  ___ African American

___ Other (please specify)